

*City of Las Vegas*  
Building and Safety Department  
Land Development Services  
333 N. Rancho Drive  
Las Vegas, NV 89106

## ENCROACHMENT APPLICATION INSTRUCTIONS

Attached are an Encroachment Agreement Application and a sample exhibit to be utilized when applying for an encroachment into the public right-of-way.

In each case where an encroachment is requested, the following procedures shall be used.

1. The applicant must complete the attached Encroachment Application and submit it to Land Development with an exhibit of the proposed encroachment. Please see the attached example.
2. Per Clark County Recorder Requirements, all exhibits must be on 8-1/2 x 11 paper, the font can't be smaller than 10-point (all words and numbers must be legible) and it must have a 1" border. You are allowed to have as many exhibits as needed. The exhibit(s) need to display dimensions of the encroachment and the encroachment area must be clearly pointed out. If your exhibit(s) do not meet these requirements you will be required to submit new ones. Use only black ink on the document and do not write within or stamp within the 1" borders that are on each page.
3. After the application and exhibit(s) are submitted to Land Development, the applicant will be contacted when the Encroachment Agreement is ready to be picked up.
4. If required, a City Council date will be assigned and both the developer and representative (if applicable) will be notified.

If you need assistance or have questions concerning the application please call Land Development at (702) 229-4836.

Revised 01/27/15

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## ENCROACHMENT APPLICATION

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

### **OWNER'S REPRESENTATIVE**

Representative's Company Name: \_\_\_\_\_

Representative's Contact Name: \_\_\_\_\_

Representative's Address: \_\_\_\_\_

Contact's Phone Number/Email: \_\_\_\_\_

### **GENERAL INFORMATION**

Project Name: \_\_\_\_\_

Associated civil project # (if applicable): \_\_\_\_\_

Project Parcel Number/Address: \_\_\_\_\_

Description of encroachment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Land Use Entitlements/Planning Case #: \_\_\_\_\_

\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# PLEASE NOTE

The exhibit(s) must include the following:

North arrow

Vicinity map (street names must be legible)

Typical section with dimensions (must be legible)

Area of encroachment must be clearly defined and include length and width

Do not use font smaller than 10-point

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If the encroachment happens to be planters please label the length, width, and depth of each planter along with space between each planter. Please note if grates will be used.

If the encroachment is any type of aerial item such as signage, balconies, etc. include height, width, how far the item(s) will protrude into public airspace, and height from the ground to the bottom of the encroaching item(s)

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Everything on the exhibit(s) **MUST** be legible or they will be returned to you to rectify.

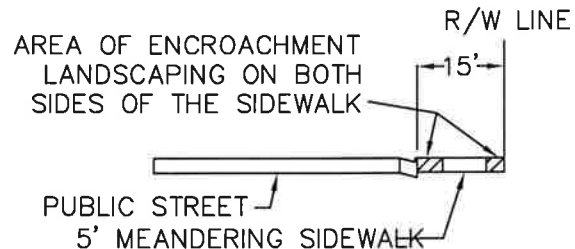
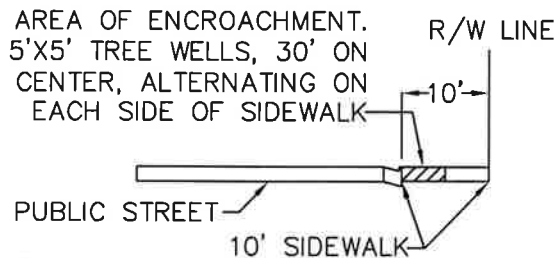
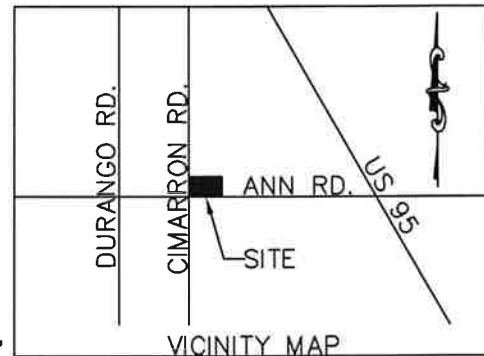
Please remember, you may submit as many exhibits as necessary. You do not have to squeeze everything onto one exhibit.

Attached is an example of an acceptable exhibit.

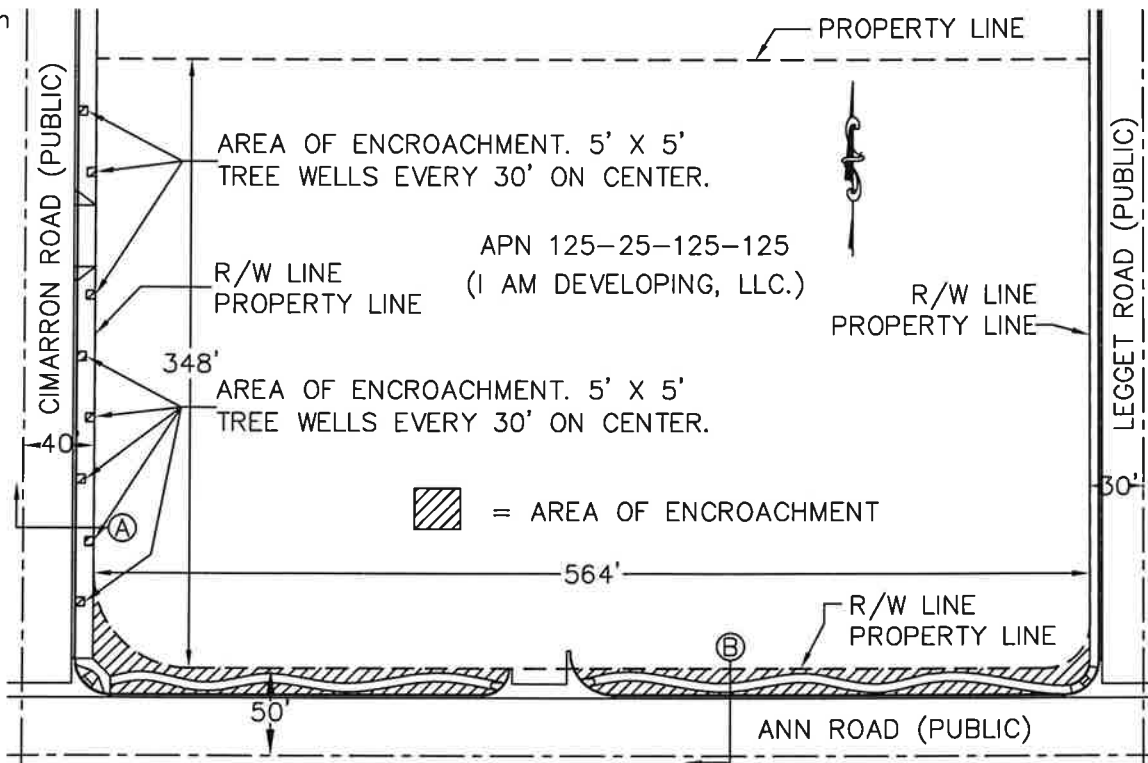
1 Inch, or Greater, Clear Margin On All 4 Sides per Clark County Recorder's office.

#### NOTES

1. ALL INFORMATION CAN BE COPIED WITHOUT DATA LOSS.
2. ALL FONTS 10 POINT ARIAL OR LARGER.
3. ALL DIMENSIONS, PROPERTY LINES, LIMITS OF R/W, AND AREAS OF ENCROACHMENT CLEARLY LABELED & DISPLAYED.
4. FOCUS IS THE ENCROACHED RIGHT OF WAY, NOT THE DEVELOPING PROJECT.



1 Inch  
or Greater  
Clear Margin



1 Inch  
or Greater  
Clear Margin

1 Inch, or Greater, Clear Margin On All 4 Sides per Clark County Recorder's Office.